

MEETING TITLE: Standards Committee Meeting

DATE: July 29, 2004

ATTENDEES: Torney Smith, Bill White, Sheri Bartlette, Claudia Lewis, Mary Looker, Jan Haywood, Vicki Kirpatrick, Lou Ann Cummings, Janice Adair, Joan Brewster, Craig McLaughlin, Christy Spice, Jane Wright, Bill White, Rita Schmidt

ISSUES	DISCUSSION	DECISIONS	FOR ACTION
Introductions and New Members	Bill White was introduced as the new Co-Chair from DOH. Sheri Bartlett was introduced as a new member representing the Public Health Nursing Directors		
Updates on Interim Work	Steering Committee -Met on June 21 and agreed that the next assessment of the Standards should “raise the bar” and approved the “Tweaking of the Standards” CDC work -new Futures approach, they are very interested in the work that is going on in Wa. State. Ed Thompson may visit the state. Joint work with Finance Committee -Both LHJ’s and DOH are moving ahead in costing the Standards. Joint work with Workforce Development - See separate report attached. Meetings with Environmental Health Directors - Two meetings were held to get input and feedback about the Standards. There was discussion about the need to change some of the EH measures to comply with EH practice. It is also important to add new EH Directors to the Standards Committee. Tweaked Standards -Discussions are in process for reprinting of the new wording that was reviewed by the Steering Committee. The numbering system will be simplified and both the booklets and the posters will be reprinted.	This item will need more discussion and follow up. Tony Barrett, Lewis County and Marc Marquis, EH Director for Chelan Douglas will become members. New wording will be posted on the WEB until conversations are completed with EH Directors.	Torney Smith and Bill White will meet with the EH Directors and get input. Committee members should give input on which posters were the most valuable.
Field Test of the Administrative Capacities	See attached results from LHJ’s and several individuals. This work shows that some of the measures are fine as they are written others need some rewriting. The DOH results will be available in mid August. The early work by DOH has indicated there may need to be a separate set of measures for DOH under the common set of Capacities.		A subcommittee will work to revise the measures: Vicki Kirkpatrick, Janice Adair, Joan Brewster, Torney Smith, Sheri Bartlett, a telephone call will be scheduled in September.

Self Assessment- Analyze the Results and How to Share them	<p>DOH-is about 75% prepared for the next assessment. Strong request for tools to help with documentation and training for new staff. Also a request to meld the Standards into other processes currently in process within the agency. It is important that the results be shared. DOH needs to incorporate Standards Training into new employee training.</p> <p>LHJ's- Many LHJ's are not on track but many staff are aware of the processes and the upcoming assessment. Requests for training on documentation, best practices and how to focus on improving in pieces. This information needs to be shared with all the WSALPHO Forums.</p>		<p>Results could be summarized in a Sentinel article and discussed at an SMT meeting. New legislative, policy and Governor's office will need to be trained.</p> <p>Develop a power point presentation that could be presented at each of the forums.</p> <p>Set some interim dates to get ready for the spring assessment.</p>
Work session on: Designing the next assessment	Topics: Training, Communication, Assessment (See Separate reports)		
Next Steps	The steering committee will meet in October and there will be interim work done with the contractor for the next assessment.	Committee will meet by phone in September to prepare for Steering Com. And give input to designing the next assessment.	

Next Meeting: PHONE CONFERENCE-September-to be scheduled

Next Regular Meeting: October 29, 2004